

County of San Diego
Department of

Purchasing Contracting



<http://cww.co.san-diego.ca.us/purchasing>
<http://BuyNet.sdcounty.ca.gov>

The Department of Purchasing and Contracting is responsible for making the purchases of all goods, materials and services for the County. In addition to the purchasing and contracting functions, the Department also provides centralized reutilization and disposal of surplus equipment and salvage materials. The department's function also includes monitoring specifications to ensure maximum use of competitive acquisitions and the responsibility for ensuring quality standards for commodities and services purchased. The greatest emphasis, however, lies in maintaining excellent customer and vendor service practices.

The Department of Purchasing and Contracting is a customer service oriented department committed to providing the highest quality services. Its goals include providing County Departments with the most cost-effective and efficient services available for its purchasing and contracting needs. Another goal is to make doing business with the County easy and effective. Suppliers can find out everything they need on the Department's website, by phone or by visiting in person. Communication with the customer is a key component to providing effective services.

The County does over \$150 million in annual sales of commodities and minor services and over \$500 million in major service contracts.

General Information:

Ph: (858) 537-2500

Fax: (858) 715-6452

www.sdcountry.ca.gov

County of San Diego

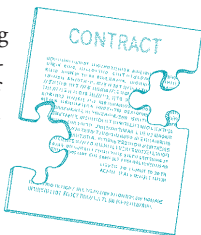
Department of Purchasing and Contracting

10089 Willow Creek Road, Suite 150

San Diego, CA 92131-1699

Contracting

Staff in the Contracting Section provide the necessary central support for the acquisition of various services, primarily through the negotiated Request for Proposal (RFP) procurement process. They also undertake the most complex and challenging procurements. Examples of RFP projects include, but are not limited to, managed competition, acquisition of state-of-the-art information technology, and procurement of professional services. Staff also assist other County Departments through the process of negotiating and awarding various service contracts.



Contracting executes procurements and awards contracts for services and public works construction projects using the formal bidding process (RFB) and for services using the negotiated procurement process (RFP) for all County departments. They also perform procurement planning, solicitation and evaluation of proposals, negotiate contract terms and conditions, and recommend awards.

Staff negotiate fixed-price cost-type or incentive-type contracts, lead negotiation teams comprised of technical, legal and fiscal participants, and provide interpretation and advice for other County Departments and agencies regarding compliance with purchasing and contracting processes, procedures and laws. They give departmental support in resolving disputes involving bid, RFP, and contract issues.

Contracting provides contract training and development for County Departments containing topics such as board letters, contract compliance, contract management, and contract policies, procedures and concepts.

Under the Public Records Act, copies of Contract document may be purchased by the public for a fee. Send a written request for these documents to the attention of:

County of San Diego
Department of Purchasing and Contracting
ATTN: Public Records Act
10089 Willow Creek Road, Suite 150
San Diego, CA 92131-1699

Please provide the following information in the request (if possible): contract number, contractor name, and a brief description of the commodity or service. The office is also open to review contract documents before copies are made. Appointments are preferable.



Staff in Purchasing are responsible for purchase of a wide variety of materials, supplies, equipments and minor services to support operations for over 50 County departments.

- **Purchased commodities** include Sheriff patrol vehicles, heavy equipment and trucks, furniture, medical and lab supplies, software, electronic equipments, office equipments and supplies, food and clothing for prisoners, vehicle fuel, parts for helicopters, library books and periodicals, asphalt and road surface materials, and much more.
- **Purchased services** include office equipment leases and maintenance, biohazardous waste removal, trash removal, paper shredding and recycling, document storage, landscaping, advertising, major and minor construction and facility repairs, lab testing, and much more.
- **Purchasing Procedures** stress open competition, and include traditional Request for Quote (RFQ) process, and formal Request for Bid (RFB) with public bid opening and award process and public works construction, including:
 - Standard Purchase Orders (PO)
 - Blanket Purchase Agreements (BPA)
 - County Wide Blanket Purchase Agreements (BPA)
 - Lease Purchase Agreements
 - Sole Source Justification Letters
 - Economy and Efficiency Determinations
 - Reverse Auctions
 - Confirming Orders

Electronic Commerce – BuyNet II

BuyNet II is an interactive web site for suppliers interested in doing business with the County of San Diego. **BuyNet II** allows suppliers to view solicitations, receive notifications of new solicitations, respond to Request for Quotation (RFQ) solicitations, and view award notices.

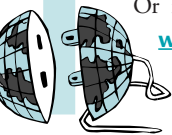
All suppliers interested in doing business with the County of San Diego should register with BuyNet II. However, many BuyNet II functions are available even if you do not register. Register to receive commodity based solicitation notifications, and respond to RFQs directly through the BuyNet II web site.

To register for BuyNet II visit the website:

<http://BuyNet.sdcounty.ca.gov>.

For questions please contact **(858) 537-2500**.
Or for more information check our website at:

www.sdcounty.ca.gov/purchasing




The County of San Diego Department of Purchasing and Contracting, Property Disposal section is responsible for the disposal and/or reutilization of County surplus property. First, the property is made available to other County Departments. If the property is deemed unnecessary, the County is required to dispose of this property through auction or competitive sealed bid. Auctions are conducted as live auctions, sealed bids and internet auctions.

For County departments, deliveries are from 8:00 am to noon, pick up and viewing from 12:30 pm to 4:00 pm, Monday through Friday. To set up delivery appointment, please call **(858) 565-5000**; please have all items marked with your departmental org # and please ensure that any paper from filing cabinets, desks and binders is recycled before turning into Property Disposal. Used toner cartridges are to be returned to the company that supplied them.

The County has contracted with a professional auction company to conduct public auctions. Other public agencies are invited to participate in each auction. Approximately 74 public agencies including school, fire, utility districts, transit authorities and most of the cities within San Diego County participate. Revenue from auction sales is returned to the respective consigning agency. Public inspection is allowed two days prior to the auction date. The live auctions are always conducted on a Saturday.

Internet Auctions (eBay)



Another method of auctioning surplus property is through Internet auction services. The County currently sells selected items through the Ebay auction site. The County is primarily targeting local bidders, as the buyer or the buyer's representative must pick up the items. The County will not package or ship items sold through Internet auctions. The County disposes of bulk surplus property through competitive sealed bids. If you wish to receive notices of upcoming sealed bids, call **(858) 565-5000** to be added to our e-mailing list.

All property sold through the sealed bid process is sold on an as-is, where-is basis. You may find links to all the above at Property Disposals web page; http://www.sdcoun-ty.ca.us/purchasing/property_disposal.html

The Purchasing, Contracting and Property Disposal offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m.. Please call **(858) 565-5000** to schedule an appointment.

“The Director of P&C administers the County-wide Records Management and Documentum (Electronic Document Management System) Programs. Together these programs are known as Enterprise Content Management. The purpose of these programs is to provide assistance to County departments with managing content, both physical and electronic, while working towards reducing the amount of paper stored countywide. The Enterprise Content Management section is responsible for the following:”

- Guiding departments on how to manage their content (whether paper or electronic)
- Maintaining countywide records policies and the global records retention policy schedule
- Assisting departments with development of departmental records retention policies
- Managing the County permanent records storage facility
- Liaison with the San Diego Historical Society
- Managing the countywide Electronic Document Management (Documentum) program

Service Bureau Functions

- Image Consulting
- Micrographics
- Media Backfile Conversion
- Archival Climate Control Vault Storage
- Scanning
- Indexing
- OCR Forms Design

Contact Information:

Ph: **858-537-2530**

E-Mail:

Records_services@sdcounty.ca.gov

County of San Diego



County of San Diego Board of Supervisors

Greg Cox	District 1
Dianne Jacob	District 2
Pam Slater-Price	District 3
Ron Roberts	District 4
Bill Horn	District 5

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